

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>Verbal discussion only.</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The December 15, 2021 ACET agenda was approved as presented.</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – December 8, 2021 (M. Wilson) 3.2.2 Draft ACET Minutes – December 19 2021 Stand-alone Budget Meeting (G. Perry) 3.2.3 Proposed 2022-23 Tuition Fee Set-Aside Budget (K. Pearson)	
Recommendation	THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The following consent agenda items were approved as presented:</p> <ul style="list-style-type: none"> • Draft ACET Minutes – December 8, 2021 (M. Wilson) • Draft ACET Minutes – December 19 2021 Stand-alone Budget Meeting (G. Perry) • Proposed 2022-23 Tuition Fee Set-Aside Budget (K. Pearson) 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	R3 Project Status Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead Observer: S. Wong, Contractor		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>ACET Transmittal – 2021-12-15 – R3 Project Status Update</i> <i>Appendix A - R3 Change Champions Network Members</i> <i>Appendix B - R3 Project Status Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team receive an update on the R3 Project, including the transition from the Familiarize Phase (II) to Personalize Phase (III).		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received an update on the R3 Project with a focus on the transition from the Familiarize Phase, Personalize Phase and next steps pertaining to process and implementation.</p> <p>Executive Sponsor, R3 Project will work with C. Brulé, President, to develop a response to the Thesis President. The R3 Project Team will work with the Finance and Administration Services department to finalize the 2022-23 Budget Approach.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Identification of Nominees for Honorary Degrees		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	20 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President Academic M. Cusson, Dean, Academic Development		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Identification for Honorary Degrees Appendix A - Final Honorary Degree Portfolio 2021-22 Appendix B - Nomination Summary 2021-22</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) support the identification of nominees for Honorary Degrees.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team reviewed and endorsed the nominees identified for Honorary Degrees for the Spring 2022 convocation ceremonies with one minor amendment to the alignment of the “Pembroke Campus Convocation OR AC Online” nominee so that it is reflected as an AC Online nominee.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Third Quarter 2021-22 Strategic Investment Priorities Update Requests		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning T. Kinnunen, Manager, Corporate Planning		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal 2021-12-15 – Third Quarter 2021-22 Strategic Investment Priorities Requests Appendix A – Q3 2021-22 SIP Increase, Decrease and Deferral Requests</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the Third Quarter 2021-22 Strategic Investment Priorities in-year project adjustments.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved the 2021-22 Third Quarter in-year Adjustments to the Strategic Investment Priority project budgets recommended by the College Budget Committee.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Office of the Ombudsman’s Annual Report, 2020-21		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	30 mins
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Cole, Ombudsman Resource/observer: B. Bridgstock, Director, Student Support Services Resource/observer: B. Carswell, Assistant Ombudsman Resource/observer: C. Davidson, Ombudsman Officer		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2021-12-15 – Office of the Ombudsman’s Annual Report 2021-22 Appendix A - Ombudsman Annual Report 2020-2021 Appendix B - Ombudsman Oversight Committee Memo</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the Office of the Ombudsman’s Annual Report 2020-21 as presented.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>G. Cole, Ombudsman provide an overview of the 2020-21 Ombudsman Annual Report which was received as information by the Executive Team.</p> <p>C. Janzen, Senior Vice President, Academic and L. Stanbra, Vice President, Student Services will formulate a response to the Ombudsman Office following today’s discussions with the Executive Team. President Brulé will work with the Executive Team to define “Flexibility” on a College level in a post-pandemic environment.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number 8.0	8.0
Topic	Program Proposal: Business Development and Sales, Ontario College Graduate Certificate		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	20 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	J. Beauchamp, Dean, School of Business K. Surman, Chair, Management Studies M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & Planning		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Business Development and Sales, OCGC</i> <i>ASAC Transmittal - Business Development and Sales OCGC Jan 25, 2022</i> <i>Appendix A - Program of Study - BDS, OCGC</i> <i>Appendix B - Cash Flow - BDS, OCGC</i> <i>Appendix C - Program Advisory Committee, BDS, OCGC</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the program proposal to go to the Academic and Student Affairs Committee for the following action:</p> <p>THAT Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Business Development and Sales, Ontario College Graduate Certificate, effective Fall 2023.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the Business Development and Sales Ontario College Graduate Certificate Program of Study proposal presented by the School of Business and endorsed its presentation to the Academic and Student Affairs Committee with one minor clarification to the consultations portion of the Transmittal.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	Integrated College Development Planning Committee: College Space Recommendations FY 2021-2022		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	R. Southwood, Executive Director, Facilities Management, J. Beauchamp, Chair, ICDP SC		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2021-12-15 – ICDP Space Allocation Recommendation for FY 22-23 Space Requests Appendix A - SIP Envelope Request Space Envelope Appendix B - Space Allocation Recommendation for 2022-23 Space Requests</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorses the proposed space allocation of prioritized of space requests for FY 2022-23.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team was presented with space allocation recommendations endorsed by the Integrated College Development Planning Steering Committee to be completed in the 2022-23 fiscal year. The recommendation included five project space solutions (new Health Science Lab, New Active Learning Classroom, New Applied Nuclear Science and Radiation Safety Lab, S Building Storage and Renovation of N112 Performance Theatre Lab) which were approved as recommended.</p> <p>President Brulé and D. McCutcheon, Vice President, Human Resources endorsed the additional Space Request received from the College Union.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 15, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – ACET Effectiveness Check-in Appendix A - ACET Effectiveness Survey Template</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and all stand-alone ACET meeting effectiveness for the period representing October 27, 2021 to December 15, 2021.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team determined that the “Integrated College Development Planning Committee: College Space Recommendations” agenda item can be brought forward as a consent item in the future, provided the recommendations don’t reflect significant and impactful changes.</p> <p>The Executive members were asked to complete the ACET Effectiveness Survey offline in preparation for the December 21, 2021 discussion on the topic.</p>		